

## POSITION DESCRIPTION

Class Title: Mechanic I  
Department: Public Works  
Division:  
Date: October 1, 1998

Job Code Number:  
Grade Number:  
Union: Steelworkers  
Location:

### GENERAL PURPOSE

Performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment of the department.

### SUPERVISION RECEIVED

Works under the close supervision of the Director of Public Works

### SUPERVISION EXERCISED

Provides direct supervision of the Mechanic II.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Tests, services and repairs vehicles and mechanical equipment.

Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.

Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.

Cuts and welds metal and performs body repair, touch up and related work.

Changes and repairs tires and tubes.

Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.

Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures for the maintenance and repair of vehicles and mechanical systems.

Purchases equipment, parts, and supplies under the direction of and with the approval of the Director of Public Works to be used for vehicle and mechanical system maintenance.

Provides emergency field assistance to disabled equipment as needed and appropriate.

Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

#### PERIPHERAL DUTIES

May serve as a member of various employee committees.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school diploma or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field.

(B) Three (3) years of related experience, or

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.

(B) Skill in operation of listed tools and equipment.

(C) Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

#### SPECIAL REQUIREMENTS

Valid State Driver's with CDL endorsement, or ability to obtain one.

#### TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or

portable radio.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.